

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NUMBER

10 October 1947

25X1A

SUBJECT: Employment Review Board and Procedures

(This rescinds Administrative Instruction 20-19 dated  
31 July 1947).

1. Sub-paragraph (c) of Section 102, National Security Act of  
1947 (Public Law 253 - 80th Congress), is quoted below:

"Notwithstanding the provisions of section 6 of the Act  
of August 24, 1912 (37 Stat. 555), or the provisions of  
any other law, the Director of Central Intelligence may,  
in his discretion, terminate the employment of any offi-  
cer or employee of the Agency whenever he shall deem such  
termination necessary or advisable in the interests of  
the United States, but such termination shall not affect  
the right of such officer or employee to seek or accept  
employment in any other department or agency of the Govern-  
ment if declared eligible for such employment by the United  
States Civil Service Commission."

2. This section was enacted to enable the CIA to maintain high  
personnel standards essential to a national intelligence agency.

3. To provide an impartial review, and advice to the Director  
in the just and equitable exercise of his discretionary power under the  
Act quoted above, an Employment Review Board is hereby appointed to  
consist of:

Executive Director	-- Chairman
Chief, Advisory Council	-- Member
Chief, ICAPS	-- Member
Executive for Administration and Management	-- Member and Recorder
General Counsel	-- Law member without vote
Executive for Inspection and Security	-- Advisor to the board without vote
Each Assistant Director	-- Alternate members to sit with the Board at the dis- cretion of the chairman should three regular voting members not be available.

4. a. Every case involving involuntary termination of a CIA  
employee will be forwarded by the head of the appropriate Office or Staff  
Section to the Chief, Personnel Branch, A&M, together with all applica-  
ble reports of investigation and other pertinent records.

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record of each case considered by the Board will be attached to the Board's recommendations for the information of the Director.

8. The Director's determination in each case will be final. If his decision is to terminate employment, notice of separation to the Civil Service Commission will state only that separation is accomplished by order of the Director under authority granted by sub-paragraph (c) of Section 102 of the National Security Act of 1947, without further amplification.

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[Redacted Signature Box]

R. H. HILLENKOETTER

Rear Admiral USN

Director of Central Intelligence

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